

Department 66 Policies and Procedures – Honorable
Wendy M. Behan

Central Civil Division - Hall of Justice
Revised June 5, 2024

Honorable Wendy

M. Behan, Presiding

Department 66

Phone Numbers:

Courtroom Clerk: (619) 450-7066
Calendar Clerk: (619) 450-7304 (Phone hours 8am -3pm)

1. **Ex Parte Matters:** Parties must reserve an ex parte hearing by calling the calendar clerk. Generally ex partes are held on Tuesdays, Wednesdays and Thursdays at 8:30 a.m. Papers are due before noon the day before the hearing, with the appropriate fee. All ex parte applications must comply with the California Rules of Court. The court requires courtesy copies of all e-filed documents on all ex parte hearings delivered to Department 66 drop box in the Hall of Justice by 10:00am.
2. **Informal Discovery Conference:** The court makes itself available to the parties during ex parte hours to informally discuss discovery disputes. These may be set by calling the calendar clerk. Before reserving an informal discovery conference, parties must actually discuss the dispute with each other (an email/letter is insufficient).
3. **Law and Motion Matters:** All law and motion matters are heard by reservation either by calling the calendar clerk or using the "[Reserve a Motion Date](#)" application on the Court's website. Motions are generally set on Fridays at 9:30am. Tentative rulings are issued pursuant to California Rules of Court and San Diego County Superior Court Rules. If no one appears for a hearing for which a tentative ruling was issued and the parties did not submit on the tentative ruling, the court may take the matter off calendar, order the tentative ruling to become the final ruling or make a different order at the hearing. Be advised that paper notices filed with the court may not alert the department that motions are off calendar.
4. **Case Management Conferences (CMCs):** CMCs are generally held Fridays at 8:30. Parties must comply with California Rules of Court and San Diego Superior Court Local Rule 2.1.9.
5. **Trial Readiness Conferences (TRCs):** TRCs are generally on Fridays at 9:00 a.m. Parties must submit their Joint TRC Report five court days before the scheduled TRC. If a joint TRC report is not timely filed and the matter has not fully resolved, trial counsel must appear in person at the TRC. Parties must comply with California Rules of Court and San Diego Superior court Local Rule 2.1.15.
6. **Trial Calls:** Trial Calls are generally set on Fridays at 9:00 a.m.
The Court allows virtual appearances at Trial Call only if parties previously submitted a **joint** trial notebook, containing:
 1. Agreed upon statement of the case;
 2. Joint Witness List (all witnesses on one list);
 3. Joint Exhibit List, with objections noted;
 4. Joint set of jury instructions, in the order they are to be given (with objections noted);
 5. Proposed verdict form(s).

Parties should also submit a second notebook containing Motions in Limine (MIL), followed by Oppositions, if any (not separate notebooks). No replies to MILs.

7. **Trials:** Trials run from Monday through Thursday. MILs must be filed at least **5 court days** prior to Trial Call. Oppositions to MILs must be filed at least **2 court days** prior to Trial Call. All exhibits should be pre-marked, with pages numbered.
8. **Remote Appearances:** The department follows the San Diego Superior Court Local Rules for virtual appearances. See the Court's website for up-to-date information about how to appear virtually.
9. **Guardian Ad Litem/Publication of Summons/Default prove ups:** Submit moving papers for review; the court may set a hearing if such hearing is deemed necessary. Applications for appointment of guardians ad litem will not be granted unless the moving party submits the documents required by the San Diego Superior Court Local Rule 2.4.6.

[Dept. 66 – Advance Trial Review Order](#)

[Dept. 66 – Trial Requirements](#)

[Joint Exhibit Index Sample](#)

[Stipulation for Release of Exhibits](#)